

Implementation of the RMDS Retention Schedule and List of Official Books

On February 12, 1999, RMDS users will begin to see the impact of the implementation of the approved RMDS Retention Schedule, the list of Official Books, and list of Agency Exception Requests. The RMDS Retention Schedule is:

Category of Reports	Frequency(ies)	Retention
Official Books	various	10 years
Other Daily Reports*	daily	8 days
Other Weekly Reports*	weekly	45 days
Other Monthly Reports*	monthly	5 years
Quarterly Reports	quarterly	5 years
Other Yearly Reports*	yearly	5 years
Miscellaneous Reports	all	5 years
Control Reports	all	5 years

* Other means reports which are not on the list of Official Books or Agency Exception Requests. Copies of the approved list of Official Books have been distributed to agency Report Coordinators and Chief Accountants.

As a result of the implementation, users will see the following changes on the RMDS List Report Names screen. Each report on the list of Official Books and Agency Exception Requests will appear as a separate line on the report list. For example, the list screen for the DAFR8920 could look as follows:

LIST REPORT NAMES		
TYPE AN ACTION CODE (1=DISPLAY 2=SEND 3=VERSIONS), THEN PRESS ENTER.		
		ROW 1521 TO 1536 OF 1862
		MORE: - +
ACTION	REPORT NAME	VERSIONS
	DAFR8920 DAILY REPORT	01113
	DAFR8920 MISC REPORT	00415
	DAFR8920 MONTHLY REPORT	00106
	DAFR8920 000 OFBD DAILY REPORT	00001
	DAFR8920 000 OFBM MONTHLY	00001
	DAFR8920 000 OFBS MISC REPORT	00001
	DAFR8920 000 OFBW WEEKLY	00001
	DAFR8920 000 OFBY YEARLY	00001
	DAFR8920 WEEKLY REPORT	00150
	DAFR8920 YEARLY REPORT	00052
	DAFR8920 000 GAH DAILY REPORT	00001
	DAFR8920 271 BANK DAILY REPORT	00001
	DAFR8920 271 IVST DAILY REPORT	
COMMAND ==>		SCROLL ==> FULL
F1=HELP F3=EXIT F7=BACKWARD F8=FORWARD		

The OFBD, OFBM, OFBS, OFBW, and OFBY versions are from the list of official books. The 000 GAH DAILY version is from the list of Agency Exception Requests.

In order to distribute the list of Official Books and Agency Exception Requests, some RMDS reports will be listed at the agency and requester level as the DAFR7450 and DAFR8680 are currently distributed.

Users will see changes in the daily reports list in production on February 12, the weekly and yearly reports list on February 13, and the Monthly reports list on March 10.

There will be no changes to RMDS reports which are not on the list of Official Books or Agency Exceptions Requests.

This page last updated 06/18/2001 10:41:59.